

ASSISTANT CHIEF OF POLICE

NATURE OF WORK

This is highly responsible administrative and supervisory police work in directing and coordinating activities within an assigned division of the municipal police department.

Work involves responsibility for assisting the Chief of Police in the administration, direction, and coordination of departmental activities within the Operations or Administrative Support Divisions. An employee of this class has overall responsibility for an assigned division. Work may also include the enforcement of Federal and State laws and City ordinances. Work is performed with considerable independence in accordance with accepted police practices and departmental regulations under the direction of the Chief of Police. Work is reviewed by the Chief of Police through written documents, personal conferences, and observation, and requires the frequent exercise of independent initiative and judgment in directing operations and making decisions affecting life and property. Supervision is exercised directly and through subordinates, over all departmental personnel.

EXAMPLES OF WORK

Participates in the departmental planning process; develops goals and objectives for assigned division; develops division budget; performs workload analysis on units within assigned division; oversees scheduling of unit personnel to ensure the needs of the division and department are met.

Participates in the negotiation of labor agreements; develops departmental strategy regarding non-economic issues.

Confers frequently with Team Captains and Unit heads to keep fully informed of activity; provides advice and assistance regarding difficult or unusual problems; transmits directions of the Chief of Police.

Maintains discipline within assigned division; reviews all Employee Incident Reports processed on divisional personnel to ensure consistency and uniformity; recommends disciplinary action if necessary; reviews annual evaluations of all divisional personnel.

Performs research and develops special projects as delegated by the Chief of Police.

Serves as a liaison to the community, the media, neighborhood organizations, and the criminal justice system.

May assume responsibility in the absence of, or as delegated by, the Chief of Police.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of municipal police administration including principals and techniques of law enforcement, crime prevention, and criminal law.

Extensive knowledge of the rules and regulations of the department.

Extensive knowledge of Federal and State laws and City Ordinances.

Thorough knowledge of the geography of the city.

Thorough knowledge of budgetary control, procurement, training requirements, communications, and central records systems.

Ability to analyze a wide variety of problems and to assign and direct personnel in coordinated operations.

Ability to read and comprehend complex laws and ordinances.

Ability to plan, assign, and supervise the work of subordinates.

Ability to communicate clearly and effectively both orally and in writing.

Ability to maintain effective working relationships with associates, co-workers, representatives of other organizations and with the general public.

Skill in the techniques required to accurately discharge firearms.

Skill in the techniques required to subdue violent and/or uncooperative persons.

Skill in the techniques required to carry or drag an average person away from danger.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university, supplemented by graduate level course work in Criminal Justice, Law, Public or Business Administration, Sociology, or related field, and completion of a specialized law enforcement training program. Master's degree preferred.

MINIMUM REQUIREMENTS

Graduation from a senior high school or equivalent, supplemented by college-level coursework in Criminal Justice, Law, Public or Business Administration, Sociology, or related field and extensive experience in law enforcement, including thorough supervisory experience of a progressively responsible nature, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Candidates for positions in this class must meet such specific physical requirements as established by the city. Candidates must also possess and maintain a valid State of Nebraska driver's license.

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